


**VACANCY NOTICE**

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Executive/Associate Director (MHRH)</u>	CLASSIFICATION CODE: <u>02509700</u>
	SALARY RANGE: <u>146A/\$105889-119343</u>	REFERENCE POSITION NO.: <u>2020-10000-93</u>
	Department or Agency Name <u>Executive</u>	APPLICATION PERIOD: <u>5/28/13 to 6/28/13</u>
	Division/Section/Unit <u>OHHS/Secretary's Office</u>	GRACE PERIOD ENDS
	Assignment(s) / Comments	
	Shift and Days: <u>Monday-Friday: 8:30-4:00 NS</u>	Job Location: <u>Cranston, RI</u>
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u>
	Name of Bargaining Unit Union: <u>Non-Union</u>	
	There is* <u>  </u> is not <u>X</u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>
Please refer to attachment.		
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>Education:</b> Possession of a Master's Degree in Public Administration, Management, Health Administration, or in the specifically assigned areas of organizational or program responsibility, supplemented by extensive specialized or advanced training education in that area:	
	<b>Experience:</b> Extensive employment in a top administrative position (line/direct service or staff support) in a comprehensive health care environment, or in progressively responsible positions in the administration of several relevant health care programs in a large governmental or private organization.	
	<b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ellen Moan OHHS Human Resources Service Center 55 Howard Avenue Benjamin Rush Building Cranston, RI 02920	
	<b>Only emails to email address listed below will be accepted. Faxes will not be accepted</b> <a href="mailto:EllenM-resume@dhs.ri.gov">EllenM-resume@dhs.ri.gov</a> TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)	
		

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

Executive/Associate Director (Medicaid Director); PG 46  
Job Description

The Medicaid Director will serve as a crucial member of the EOHHS Secretary's strategic team. The Medicaid Director will be responsible for:

1. the administration and management of the Rhode Island Medicaid Program;
2. providing strategic leadership to the Medicaid Program staff to achieve program priorities and meet performance goals;
3. adherence to Federal and State requirements, including operating the Program within budget constraints;
4. ensuring the Medicaid-financed health care services are evidence-based, effective, and responsive to Medicaid eligible persons' needs;
5. overseeing and managing contracts and agreements with managed care organizations and providers;
6. implementing a health care delivery system that is holistic in its approach, considering not only a person's health care needs, but their support and social needs as well;
7. coordinating with EOHHS Senior Staff to ensure the Medicaid Program reflects EOHHS goals and objectives;
8. collaborating with EOHHS and other State agencies to ensure all publicly financed health care services are integrated and coordinated;
9. representing EOHHS at state and national meetings, with community based providers and organizations, and with key state officials.

Requirements:

1. The candidate must have significant management experience and a proven track record of leading a high functioning, professional staff of over 100.
2. The candidate must have a comprehensive knowledge of the health care field and an understanding of the broad implications of State level decisions on the health care delivery system as a whole. The candidate needs to be able to work effectively with provider practices, large health care systems, and health insuring organizations. Knowledge of and familiarity with the existing provider landscape in Rhode Island is necessary.
3. EOHHS is seeking a candidate with experience working in or with an academic institution. The Secretary's vision of a dynamic and responsive EOHHS requires on-going and meaningful collaboration with Rhode Island's academic institutions.
4. EOHHS is seeking a candidate with a working knowledge of Medicaid requirements at the State and Federal level.
5. The candidate should have strong public speaking skills. The Medicaid Director will be representing EOHHS at State and national meetings and will need to effectively communicate EOHHS' goals and objectives.